APPENDIX B

STEVENAGE BOROUGH COUNCIL – EXECUTIVE PORTFOLIOS 2004/05

1. <u>Housing</u>

Areas of responsibility

- Council Housing generally;
- Services to Council tenants
- Homelessness and Housing Advice;
- Sheltered accommodation
- The assessment of and strategies to address housing needs;
- Rehousing including allocations, transfers and waiting lists;
- Liaison with voluntary and private sector bodies, including housing associations and formulation of proposals for partnership;
- Repairs and Maintenance;
- Monitoring and enforcing statutory housing standards including houses in multiple occupation;
- Housing fitness, disrepair and renovation grants;
- Aids and adaptations for the disabled.
- 2. <u>Community and</u>
 - <u>Culture</u>
- Community Development;
- Community Care Service (excluding sheltered housing);
- Services for Children and Young People;
- Community buildings;
- Holidays for older people;
- Anti-poverty strategy;
- Locality planning;
- Links with local organisations, public and voluntary bodies;
- Grants to local organisations and voluntary bodies;
- Council's relationship with Stevenage Leisure Limited, including grant and grant conditions;
- SRB and Neighbourhood Regeneration;
- Parks (Client Side);
- Cultural Strategy;
- Tourism.
- 3. <u>The Environment</u>
- Urban Regeneration (Town Centre and Neighbourhood Centres);
- Land Use Plans and Policy;
- District Plan;
- Stevenage West;
- Employment and Economic Development;
- Waste Strategy;
- Waste Recycling;

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- Collection of domestic and other waste;
- Highways including agency agreements;
- Council owned unadopted sewers and land drainage;
 - Car Park and lorry parking;
- Collection and disposal of abandoned vehicles;
- Transportation, transportation services, including concessionary fare schemes and liaison with Herts County Council;
- Closed circuit television;
- Hackney carriage licensing;
- Town Centre Management;
- LA21
- Member Champion for internal Environmental Management
- 4. <u>Health and</u> E-Government
- Health Improvement Plan;
- Licensing of premises and persons;
- Health Promotion and Education;
- Environmental Protection and Statutory nuisance;
- Public health protection including sanitation and infectious disease;
- Consumer advice and protection;
- Food safety enforcement and education;
- Health and Safety at Work enforcement;
- Dog Warden and Pest Control services and clinical waste collection;
- Street Cleansing and Public Convenience;
- Grounds Maintenance (including grass cutting);
- Parks Maintenance
- "E.Government" and ICT;
- Member Champion for E-Government.

5. <u>Resources</u>

- The Council's finances and financial strategy;
- Investment and borrowing strategy;
- Insurance and banking policy and strategy;
- Land and property management/policy particularly in relation to sales/acquisitions;
- Public consultation strategies (excluding Best Value consultations);
- Modernisation of Local Government new political structures and constitution;
- Emergency Planning
- 6. <u>Personnel</u> Personnel and industrial relations policies; Consultation with employee representatives. Member Champion for Equalities
- 7 <u>Community Safety</u> Community Safety Strategy on a corporate basis.

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- 8. <u>Performance & Improvement</u>
 - Comprehensive Performance Assessment
 - Monitoring of Performance, including BVPIs
 - Corporate Improvement Programme
 - Improvement Plans, in consultation with Service Portfolio Holders
 - Monitoring and advising on priorities
 - Best Value
 - Performance Management
- 9. Additionally, the Leader of the Council has responsibility for Town Twinning, Media and Communications, Member Services and the Civic Suite.